



Outdoor Event Board Request Form

Submit request form AT LEAST four (4) weeks prior to event.

Organization: _____

Date Requested: _____ check one: OSU-M NC State

Event Date/Time: _____ Dates of posting: From _____ to _____

Name: _____ Phone Extension: _____

Sign location choice (please check)

- #1 near Riedl facing Rt. 39
- #2 near Riedl (opposite side of board #1)
- #5 near Health Sciences facing Lex-Springmill
- #3 Center board facing Rt. 39
- #4 Center board facing Lexington-Springmill Road

Due to space limitation and demand, it may not be possible to run all messages, to run messages on boards requested, or to run for the full duration of the request. Should such problems occur, we will advertise at least one event per institution as well as Student Activities. We will do our best to accommodate all requests. Please be aware that inclement weather could hamper our ability to post signs.

MAX OF 4 LINES – 14 CHARACTERS PER LINE

OFFICE USE ONLY

Date Rec'd _____

Initials _____

Completed _____

Initials _____

Removed _____

Initials _____